

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	5565 R	PF of Shaik Mahaboob Basha.DH	PIC/Estt	6.5.16	AR/Estt	16/May	For need full.
2	6959 R	RGNF file of Shailendra , shekhar, shakunt.	AR/A	9.5.16	AR/A	16/May	For need full.
3	5809 R	190/RGNF Virendra Singh/ DIT/BBAU/2015	AR/A	9.5.16	AR/A	16/May	For need full.
4	7510 R	Purchase of Gymnasium & Indoor Games Item	AD-Sport	9.5.16	FO	16/May	For need full.
5	8200 R	Medical Remursemeant Dr. S. Maji.	PIC/ESTt	9.5.16	VC	16/May	For approval
6	7239 R	T/C PF Of Dr. Rashida Ather, Asstt.Prof. LTC	PIC/ESTt	9.5.16	FO	16/May	For need full.
7	8438 R	Painting of Ashoka & Kanishika Boys Hostel. 5(603)/2016.	EE	9.5.16	IAO	16/May	For need full.
8	8215 R	T/C PF of Shri Nitesh Kumar Verma.	PIC/Estt	9.5.16	AR/Estt	16/May	For need full.
9	8440 R	RGNF Harinath Kumar, 2015-16	HoD	10.5.16	AR/A	16/May	For need full.
10	5398 R	JRF fellowship, Prem sankar.	HoD	10.5.16	AR/A	16/May	For need full.
11	8441 R	JRF Megha Arora.	HoD	10.5.16	AR/A	16/May	For need full.
12	7612 R	Purchase of Deep Freezer.	IAO	10.5.16	HOD/DE M	16/May	For need full.
13	8225 R	Ram Subhavan Verma, Ph.D- DAC.	Hod	11.5.16	AR/A	16/May	For need full.
14	7811 R	Grammarly Software.	VC	11.5.16	RSO	16/May	For need full.
15	8466 R	File for the six month extention of Ph.d research scholar.	Hod	11.5.16	AR/A	16/May	For need full.
16	8467 R	PGSPROF-1/5/2015. Ms. Ekta Singh Fellowship.	Hod	11.5.16	AR/A	16/May	For need full.
17	3566 R	Enggagement of LDC (02 Nos) and Driver (02 Nos) in VC Sectt./VC office.	FO	11.5.16	PIC/Estt	16/May	For need full.

18	8471 R	Summer School, Equivalent to a Ref. Course. O.P. Saini.	Librarian	12.5.16		16/May	By hand O.P.Saini
19	8111 R	JRF Fellowship Of Ms. Deepti Singh.	HoD	12.5.16	AR/A	16/May	For need full.
20	8418 R	Teaching of moral Studies & Ambedkar Studies	AR/A	12.5.16	Dr.Sura Darapuri	16/May	For need full.
21	8473 R	Proposal to start BA.LLB. (5 Year)Integrated Course.	Dean	12.5.16	VC	16/May	For approval
22	8375 R	Summer School , HRDC,LKO. Dr. Khem Bahadur Thapa.	PIC/Estt	12.5.16	VC	16/May	For approval
23	8295 R	To Attand short Term Course. University of Burdwan	PIC/Estt	12.5.16	PIC/Estt	16/May	For need full.
24	8477 R	T/C Manpower Bills, M/s Sai Nath Associates	PIC/Estt	12.5.16	FO	16/May	For need full.
25	7996 R	Shristi Rastogi Related File.	AR/A	13.5.16	HOD/DA AS	16/May	For need full.
26	8205 R	JRF of Narendra Gupta.& Sangeeta Kumari.	AR/A	13.5.16	AR/A	16/May	For need full.
27	8407 R	BPGS-DCS, Part-III.	AR/A	13.5.16	VC	16/May	For approval
28	6027 R	Dr. Reema Kumari DST- Start up young Scientist. (DES)	HOD	13.5.16	AR/A	16/May	For need full.
29	8398 R	RGNF File Mr. Ravi Kumar Angare.	AR/A	13.5.16	AR/A	16/May	For need full.
30	8488 R	T/C PF of Dr. Sufiya Ahmed LTC.	PIC/Estt	13.5.16		16/May	By hand Sufi Ahmad
31	8492 R	Grievance related to Project Fellow.	RSO	16.5.16	RSO	16/May	For need full.
32	8227 R	Ratification letter reg.41 Teachers	DR/Legal	16.5.16	AR/Estt	16/May	For need full.
33	8494 R	JRF/ SRF/ Forwarding Report For Upgradation Bhavna Dyal & bavita.	Hod	16.5.16	AR/A	16/May	For need full.
34	8496 R	Letter to UGC for MRP Project Dr. Sudipta Saha.	Hod	16.5.16		16/May	By hand Sudipta Saha

35	8496 R	Letter to UGC for MRP Project Dr. Sudipta Saha.	RSO	16.5.16		16/May	By hand Sudipta Saha
36	6944 R	Requiremeant of guest faculty (UIET).	Hod	16.5.16	AR/Estt	16/May	For need full.